

## Corrections Supervisor

Job Code	Job Title	Pay Grade
8115L1	Corrections Supervisor I	24
8116L1	Corrections Supervisor II	26
7515L1	Corrections Supervisor III	28

### CONCEPT:

This is supervisory corrections work enforcing designated laws, rules and regulations in a corrections facility.

### TASKS:

- Enforces all laws, rules and regulations of the Secretary of Corrections, department policies and unit orders pertaining to operation of the department.
- Plans, organizes and directs the work of subordinate personnel; routinely provides on-the-job training and may serve as an instructor in a more formal training program.
- Supervises, or is responsible for, the operation of an institution's control center; insures the efficiency of tower operations; verifies the security level of all inmates leaving the institution to determine need for escort; directs emergency communications activity to assure accurate response; makes random check of security posts by radio to assist shift commander in making rounds.
- Supervises all security activities in a cellhouse of a major institution. Serves as a member of a unit team responsible for inmate rehabilitation programs. Advises Chief of Security and Unit Team Manager of any security problems that need correction.
- Supervises or handles specialized posts or units that have proven to be extremely critical to the safety and security of the inmates or staff of an institution.
- Plans, organizes and directs the activities of security staff at a major institution. Assures that all posts essential to operation of the institution are filled. May call back staff and authorize overtime.
- Plans, organizes and directs security operations at a small institution. Assigns Corrections Officers and Specialists to ensure that all posts are manned. Makes regular rounds providing supervision and assistance to living unit and activity area personnel. Provides direction and assistance in resolving security and operations problems.
- Directs as an ancillary duty a specialized investigation/intelligence team responsible for investigating incidents involving inmates, institutional personnel or other individuals on the premises; determines investigative procedures; reviews evidence obtained by observation and interview; analyzes information and prepares summary reports to higher authority.
- Inspects, reports on, and recommends corrective action for administrative procedures related to security, safety, and sanitation, adequacy of physical plant, and care and treatment of inmates at state corrections institutions or local detention facilities; makes court appearances as expert witness in litigation concerning jail operations.

### LEVELS OF WORK

- Class Group consists of three classes.

**Corrections Supervisor I** – This is first-line supervisory corrections work. Incumbents in this class supervise lower level officers at a corrections facility which includes supervision and oversight of a specific security program, operations of a control center and security activities in a cellhouse and/or other specific areas. Incumbents in this class are certified Corrections Officers and exercise delegated statutory powers.

**Minimum Requirements:** Must meet all minimum qualifications and necessary special requirements for CO I A; be at least 20 years of age at time of appointment; have two years of relevant experience in the field of corrections or in the detention of convicted offenders; and have successfully completed the Corrections Officer Training Program (COTP). At the discretion of the agency, relevant college coursework or completion of corrections officer training in another jurisdiction may be substituted for some or all of the required COTP..

**Corrections Supervisor II** – This is advanced supervisory work in a corrections facility. Incumbents in this class serve as an assistant shift supervisor or supervise a section at a corrections facility and may also act as the shift supervisor on a relief basis or may perform some administrative duties in the supervision of special units. Incumbents in this class are certified Corrections Officers and exercise delegated statutory powers. Employee directs the work of subordinate personnel; routinely provides on-the-job training and may serve as an instructor in a more formal training program. Plans, organizes and directs the activities of security staff in a section of a major institution or security activities on a shift at a small institution.

**Minimum Requirements:** Must meet all minimum qualifications and necessary special requirements for CO I A; be at least 21 years of age at time of appointment; have three years of relevant experience in the field of corrections or in the detention of convicted offenders including one year of supervisory experience; and have successfully completed the Corrections Officer Training Program (COTP). At the discretion of the agency, college coursework in criminal justice, the behavioral sciences, or the social sciences, or completion of corrections officer training in another jurisdiction may be substituted for some or all of the required COTP and for some or all of the required non-supervisory experience.

**Corrections Supervisor III** - This is supervisory and administrative work in a corrections facility. Incumbents in this class are responsible for full supervision of one or more working units. Incumbents may be responsible for a shift at a major corrections institution or all security operations at a small institution or facility. Incumbents in this class are certified Corrections Officers and exercise delegated statutory powers. Directs as an ancillary duty a specialized investigation/intelligence team responsible for investigating incidents involving inmates, institutional personnel or other individuals on the premises; determines investigative procedures; reviews evidence obtained by observation and interview; analyzes information and prepares summary reports to higher authority. Provides direction and assistance in resolving security and operations problems, recommends correction action, and makes court appearances as expert witness in litigation concerning jail operations.

**Minimum Requirements:** Must meet all minimum qualifications and necessary special requirements for CO I A; be at least 21 years of age at time of appointment; have four years of relevant experience in the field of corrections or in the detention of convicted offenders including at least one year of supervisory experience and have successfully completed the Corrections Officer Training Program (COTP). At the discretion of the agency, relevant college coursework or completion of corrections officer training in another jurisdiction may be substituted for some or all of the required COTP and for some or all of the required non-supervisory experience.

REF: 12/13

REV: 9/15

REV: 6/16

REV: 8/17